



MASTER PLAN SUBMITTAL INSTRUCTIONS and CHECKLIST

While this checklist may be helpful, it is not designed to be a substitute for the Subdivision Regulation provisions. Applicants are expected to review the details of the code. Copies of the Subdivision Regulations can be purchased in the Planning Department, or accessed online under Title 16, Subdivisions, at <http://municipalcodes.lexisnexis.com/codes/manitou/>

A pre-application meeting shall be scheduled with the Planning Staff prior to Master Plan submittal. The following information needs to be provided at the pre-submittal meeting:

- 1) Existing zoning and use of the site and adjacent zoning and land uses.
- 2) Conceptual land uses and densities.
- 3) Existing and proposed access locations.
- 4) Existing contours and conceptual grades (FIMS data may be used).
- 5) Significant natural or manmade features identified.
- 5) Estimates of daily sewage flows, water requirements and fire flows.
- 6) Vicinity map.

By 5:00 p.m. on the published submittal date, the information as specified in Chapter 16.06 of the Manitou Springs Municipal Code, shall be provided to the Planning Department:



- ☐ 1) Completed Development Review Application form with nonrefundable fee.
- ☐ 2) Master Plan narrative (letter of application) providing information on the proposal to include:
 - a. Proposed land uses together with densities.
 - b. Proposed daily sewage flows.
 - c. Estimated daily water requirements and adequate evidence that sufficient water exists to supply the proposed development.
 - d. Fire flow requirements.
- ☐ 3) Utility plan showing the proposed water supply system.
- ☐ 4) An environmental impact statement per the requirements of the Subdivision Regulations.
- ☐ 5) Three full size (no more than 24" x 36") and one reduced size (not to exceed 11" x 17") copies of the Master Plan drawn by a licensed surveyor or engineer showing the areas to be platted, remain unplatted, proposed uses and phasing, and which contains all the information required by the Subdivision Regulations.